



FUNCTION TERMS AND CONDITIONS AND FAQs

Please read the following information, we will not accept any bookings without people agreeing to and noting the following:

Cost

The cost to hire the function room for a party is a £50 deposit. This is returned if there is a minimum spend of £150, and provided there is no damage to the room. If you wish to hire the room for a meeting then there is no cost, however food and drink will have to be purchased from down stairs.

If there is any shortfall on meeting the £150 minimum spend this will be taken out of the deposit. For example if there is a spend of £130 we will keep £20 to bring it to the minimum spend.

In cases of charity events we will also waver the deposit, but by prior arrangement only

Food and Drink

There is a private bar upstairs. The bar holds all of the same products as the main bar, for the same cost, apart from the ales.

A side from cakes all catering is done by us. We offer a fine selection of food from buffets to site down meals. For more information on food please contact our Head Chef at grantsharp@gardenhousepub.co.uk

Entertainment/Facilities

The Function room has an MP3 dock which allows an Ipod or MP3 player to be played through the speakers in the room.

There is a projector which can be linked to a computer for slide shows for corporate meetings, or parties. We do ask that we test the computer works with our equipment before the booking, as some computers do not work with our projector.

Although we have the licence for live music we do live in a very residential area and have to consider our neighbours. Therefore, unless it is acoustic, bands are unfortunately not permitted.

You are welcome to bring a DJ although, due to our neighbours we do insist on monitoring the noise levels. If a DJ persists in not keeping the noise level down or protests we will unfortunately have to unplug them.

We do not have a licence for music in the garden and it can not be permitted in any circumstances

Quizmaster Clegg is also for hire for quizzes at a cost of £75. If you wish to bring your own quizmaster that is fine.

The function room is upstairs, and due to age of the building, there are no lift facilities. All toilets are located downstairs.

The function room is available:

11am - 11pm Sun, Tues, Weds and Thurs

11am - 11.30pm Fri and Sat

It is also available Monday daytimes, but is used for our quiz on Monday nights

The capacity of the room is 130 people. Although we limit numbers to 100 people. This is for comfort of guests more than anything.

Fire exits are located next to the bar with a fire escape into the garden

Under 18/ 18th Birthday Parties

Unfortunately due to our licence we are unable to have any children on the premises at all after 8pm. This includes private functions. We do not accept 18th birthday parties. Anyone who appears to be under the age of 21 will be asked for ID.

Decorating the Room

If you wish to decorate the room before a function you are more than welcome to do so. All we ask is that no damage is made to the paint work or wall paper, and please consider our poor cleaner in the morning!

The Strict Bit!

If any guests attending the party behave in a manner which we deem unacceptable they will be asked to leave, if they refuse we will stop the function.

If any unlawful acts, including breaches of the licensing laws, occur by a member of the function the function will be stopped and the police will be involved. We have a zero tolerance policy on drugs and are also member of the SIRCS Banning Scheme.

All equipment and property brought into the Garden House is done so at people's own risk.

CCTV is in operation throughout the premises

The Garden House have the right to stop the function at any time.

PLEASE BE RESPECTFUL OF OUR NEIGHBOURS WHEN LEAVING

And finally...

Our aim to make sure that any function is as enjoyable and as fun as possible. If you have any questions, queries or special requests please contact us and we will do anything within our power to help.

General Email: james@gardenhousepub.co.uk

Food Enquiries: grantsharp@gardenhousepub.co.uk

Telephone: 01603 628059

Address: The Garden House, 1 Pembroke Road, Norwich, NR2 3HD